



## Human Resources

DATE POSTED: May 05, 2006

REQ. # 06-115

**NOTICE OF JOB OPENING  
ST. LUCIE COUNTY BOARD OF COUNTY COMMISSIONERS  
EQUAL OPPORTUNITY EMPLOYER**

2300 Virginia Avenue Fort Pierce, FL 34982 – 5652

Telephone (772) 462-1546 Jobline (772) 462-1967

<http://co.st-lucie.fl.us>

This position must be posted for at least five (5) working days from 05-05-2006 TO 05-11-2006,  
but will remain open until filled.

DEPARTMENT/DIVISION
<b>PURCHASING</b>

POSITION AVAILABLE
<b>PART TIME MATERIAL CENTER TECHNICIAN</b>

# OF OPENINGS
<b>1</b>

STARTING SALARY
<b>\$9.69 / hour</b>

COMMENTS

VETERANS PREFERENCE
It is the policy of St. Lucie County to give preference to eligible veterans and spouses of veterans in appointment and retention in county employment positions in accordance with Chapter 295, Florida Statutes, and Chapter 22VP-1, Florida Administrative Code. Copies of Chapter 295 and Chapter 22VP-1 are available for review in the Human Resources Department.

**JOB CODE 703**  
**PAY GRADE 8**  
**SALARY : \$9.69 - \$15.01**  
**MATERIAL CENTER TECHNICIAN P/T**

**MAJOR FUNCTION:** Specialized responsible and complex reproduction work involving the performance of a number of varied clerical and administrative tasks with regard to the day-to-day operations of the Materials Center. Must be able to work 20 hours per week on a flexible schedule.

**KNOWLEDGE, ABILITIES, AND SKILLS NEEDED IN ORDER TO PERFORM THE ESSENTIAL JOB FUNCTIONS:** Knowledge: Knowledge of modern office practices and procedures and commercial arithmetic. Knowledge of the principles and practices of office management. Knowledge of the basic methods and procedures of inventory management, accounting and project scheduling. Abilities: Ability to schedule workloads and maintain sufficient inventory levels in order to meet customer demand. Ability to make decisions in accordance with policies and apply them to the standard operations of the Materials Center. Must be able to establish and maintain harmonious working relationships with other employees, to work independently without direct supervision, to make arithmetical computations and tabulations accurately. Ability to maintain relatively complex clerical records. Skills: Familiarity with high speed duplicating machines. Must be mechanically inclined. The ability to typeset and layout brochures on WordPerfect or Quark XPress a plus. Basic knowledge accounting/billing procedures.

**ESSENTIAL JOB FUNCTION:** Provides staff support to the Purchasing Manager. Maintains continual accounting of reproduction activities within the Center for monthly billing and inventory maintenance. Schedule and complete work as received or assigned by the Purchasing Manager. Performs routine upkeep and supply levels on the Xerox 5690 and 5790. Performs related work as requested or assigned.

**ESSENTIAL PHYSICAL SKILLS:** Use of both hands and fingers with dexterity. Good hand/eye coordination. Very frequent use of good near vision, good hearing. Occasional walking and frequent standing. Ability to lift 30 pounds as necessary.

**ENVIRONMENTAL CONDITION REQUIREMENTS:** Constant work inside the office in a sedentary position. Temperature levels in the work area will tend to be reduced to compensate for the heat emissions of the reproduction machine.

**WORK HAZARDS:** Exposure to ozone emissions and other substances related to the use of copy and laser printing machines. Material Data Safety Sheets have been posted in the work area for further information.

**SAFETY EQUIPMENT USED OR NEEDED:** None

**EDUCATION:** Graduation from high school or possession of an acceptable equivalency diploma, supplemented by courses in standard office procedures. The possession of an Associates Degree in a related field a plus.

**EXPERIENCE:** Three years experience in an office environment, two of which must have been in a progressively responsible position. A comparable amount of training or experience may be substituted for the minimum qualifications.

**LICENSE CERTIFICATION OR REGISTRATION:** Valid Florida driver's license may be required. Good driving record.

Union	Non-Union ✓	Exempt	Non-Exempt ✓
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